

#### MAJOR DUTIES

Serves as Substitute Cook-Steward in charge of Galley Department operations on board a sea-going hopper dredge. As such, is responsible for planning and supervision of galley and messing operations during the absence of supervisor; providing direction to the entire galley crew; and as a working cook, preparing individual food items and meals.

1. During the absence of the Cook-Steward plans, coordinates, and directs the activities of 3-10 subordinate employees engaged in the preparation and serving of meals for the crew. Subordinates work with a wide variety of foods such as meats, poultry, seafood, vegetables, grains, fruit, etc. and follows menus and recipes in order to prepare bulk quantity meals for breakfast, lunch, supper, and special feedings. Cooks are also responsible for serving meals and maintaining galley, food storage, and messing areas in a clean and sanitary condition. Incumbent is responsible for serving meals and maintaining galley, food storage, and messing areas in a clean and sanitary condition. Incumbent is responsible for estimating the quantity of food required for each meal, issuing necessary supplies, and planning for the utilization of leftover food. As required, makes periodic inventory of subsistence supplies on hand, estimates requirements for future needs, and reports on stores needing replenishment or prepares necessary requisitions and purchase orders. Utilizing previously prepared schedules, makes work assignments or effects changes in schedules to meet workload requirements or unplanned situations. Provides technical advice or instruction to subordinates in accomplishing unusual cooking assignments or in resolving problems not covered by established practices. Spot checks cooking both in process and upon completion to insure that food is properly prepared and appetizing; inspects kitchen and messing areas to insure that they are clean and sanitary. Incumbent performs a variety of personnel management tasks such as approving leave for short periods, participating in performance evaluations, recommending disciplinary actions, adjusts informal complaints, etc. Provides equal employment opportunity for all employees supervised regardless of race, color, religion, sex, handicap, age, or national origin; affords minorities and women full consideration in employment and personnel policies and practices.

2. Serves as the senior Cook in the Galley Department, and as such prepares and cooks meals utilizing the full range of cooking techniques and procedures in the preparation of a wide variety of gravies, sauces, stews, meats, vegetables, etc. Follows menus ranging from simple easily prepared foods to new and complex recipes and multi-course meals. Generally accomplishes the preparation of the more difficult items on the menu or provides instructions or assistance to other cooks as required in the preparation of such dishes.

3. When assigned, incumbent remains aboard during tie-up periods.

Performs other duties as assigned.

#### SKILLS AND KNOWLEDGES

Incumbent is required to possess a U.S. Coast Guard Document with endorsement for Food Handler. Must have the skill and experience to plan for and prepare a wide variety of food for 30-60 persons. Position requires the ability to operate and maintain galley equipment. Must possess the ability to plan menus that are dietetically proper and select menus that encompass the special

requirements of crewmen (i.e. low salt, diabetic, etc). Must possess the ability to manage a crew of employees within the parameters of the regulations. Has the ability to learn and use the procedures associated with living on a vessel such as firefighting, first aid, and use of life saving equipment.

#### RESPONSIBILITY

Works under the general supervision of the Cook-Steward; and in the absence of immediate superior, under the administrative supervision of the Master. The Cook-Steward establishes general Galley Department policies, practices, and work procedures and plans daily menus. Incumbent has considerable latitude for exercising independent judgment and initiative within the scope of established policies and procedures. Consults with superior on matters requiring major deviation from established practices. Work is reviewed and evaluated in terms of effectiveness in managing galley operations during the absence of the Cook-Steward and in terms of the adequacy with which individual cooking assignments are performed.

#### WORKING CONDITIONS

Work is performed primarily in the galley where there is constant exposure to above average temperatures. Subject to cuts when working with power equipment or to burns when working near the range. Subject to falls when food is spilled on deck, or when dredge is in rough water.

#### PHYSICAL DEMANDS

Incumbent is required to exert moderate to heavy physical effort storing and handling galley supplies and materials. Must possess sufficient agility to climb ladders in all sea conditions.